

## Reviewing/Approving the Tuition Assistance Form

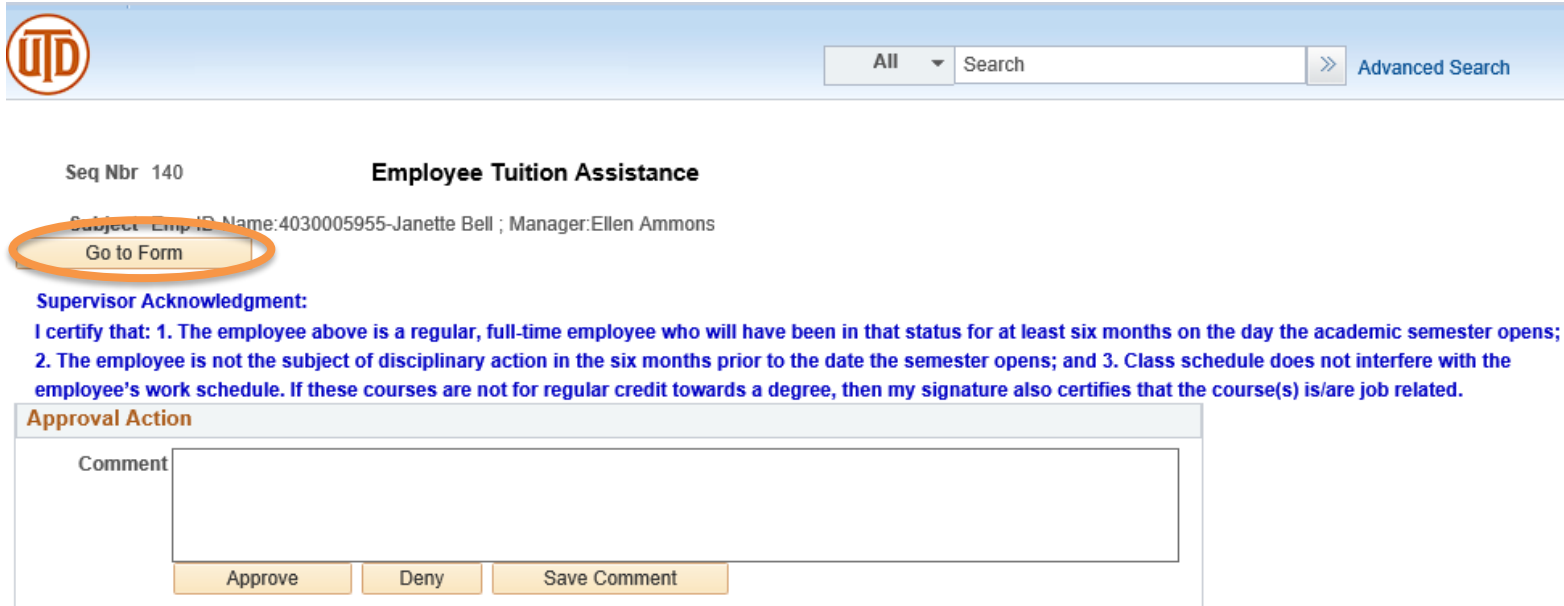
1. You will receive an email notification when an employee has submitted a Tuition Assistance form for your review and approval.



Form 152 (EETUITION) has been submitted and is waiting for your Approval. Details are shown below: Subject: 2020-10-16 ID:4030005955-Janette Bell Mgr:Ellen Ammons JEntryDt:2017-10-30 FSDt:2017-10-30 Priority: 3 Due Date: 2020-10-16 Requester: jxb170007-utd Click on the URL to Approve or Deny the form: [https://dahrtst.utshare.utsystem.edu/psp/DAHRTST/EMPLOYEE/HRMS/c/MANAGE\\_FORM.FORM\\_APPROVAL.GBL?Page=FORM\\_APPR\\_ACTION&Action=U&SEQ\\_NBR=152](https://dahrtst.utshare.utsystem.edu/psp/DAHRTST/EMPLOYEE/HRMS/c/MANAGE_FORM.FORM_APPROVAL.GBL?Page=FORM_APPR_ACTION&Action=U&SEQ_NBR=152) (This message was automatically generated by Form and Approval Builder on 2020-10-16 at 07:38.23.000000. Please do not reply to this email.)


2. To access the form, click on the link provided in the email. This link will route you directly to the approval page.

3. The link will route you to the approval page. Click on **Go to Form** to review the information submitted by the employee.



The screenshot shows the top navigation bar with the UTD logo on the left and a search bar on the right containing the text "All Search" and a link for "Advanced Search". Below the navigation bar, the page title "Employee Tuition Assistance" is displayed next to the sequence number "Seq Nbr 140". The subject information is listed as "Subject Emp ID Name: 4030005955-Janette Bell ; Manager: Ellen Ammons". A button labeled "Go to Form" is highlighted with an orange oval. Below this, the "Supervisor Acknowledgment" section contains a blue text block with three numbered points: "1. The employee above is a regular, full-time employee who will have been in that status for at least six months on the day the academic semester opens; 2. The employee is not the subject of disciplinary action in the six months prior to the date the semester opens; and 3. Class schedule does not interfere with the employee's work schedule. If these courses are not for regular credit towards a degree, then my signature also certifies that the course(s) is/are job related." The "Approval Action" section features a "Comment" label next to a large text input field. At the bottom of this section are three buttons: "Approve", "Deny", and "Save Comment".

- Review the course information provided by the employee on the right side of the form, ensuring employee has completed all fields.

All

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Form Instructions

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Seq Nbr 149 **Employee Tuition Assistance**  
2020-10-15 ID:403005855-Janelle Bell Mgr:Ellen Ammons JEntryDt:2017-10-30 FSDt:2017-10-30  
Date Submitted 10/15/2020  
Status Pending

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**To apply for the UT Dallas (UTD) Employee Tuition Assistance Plan, follow these instructions:**

- Review the Employee Tuition Assistance Plan information on the Human Resources website <http://www.utdallas.edu/hr/benefits/tuition/> for information regarding eligibility requirements and program exclusions.
- Complete all fields for each course you list. Failure to provide information requested may delay processing or require resubmission of the form.
- Eligibility covers up to six credit hours per semester.

*(A new form is required each semester.)*

Term SPRING  
Year 2021

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**Course 1 Information**

Course title:   
221 characters remaining

Course Number & Section: 2301.501  
Credit Hours: 3.00  
Day(s), Start/End Times: 7:00pm - 9:45pm


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**Course 2 Information**

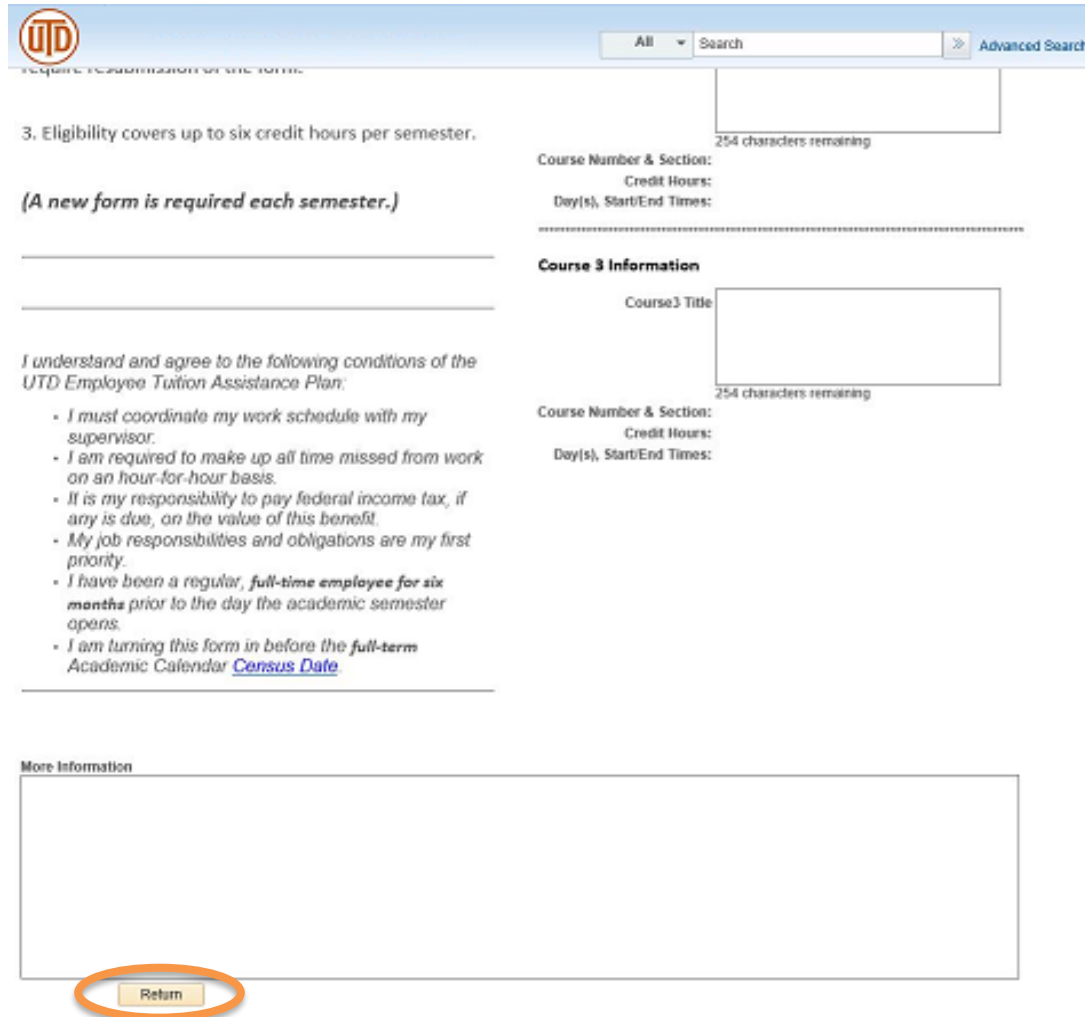
Course title:   
254 characters remaining

Course Number & Section:  
Credit Hours:  
Day(s), Start/End Times:

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5. Next, scroll to the bottom of the form and select **Return** to go back to the approver screen.



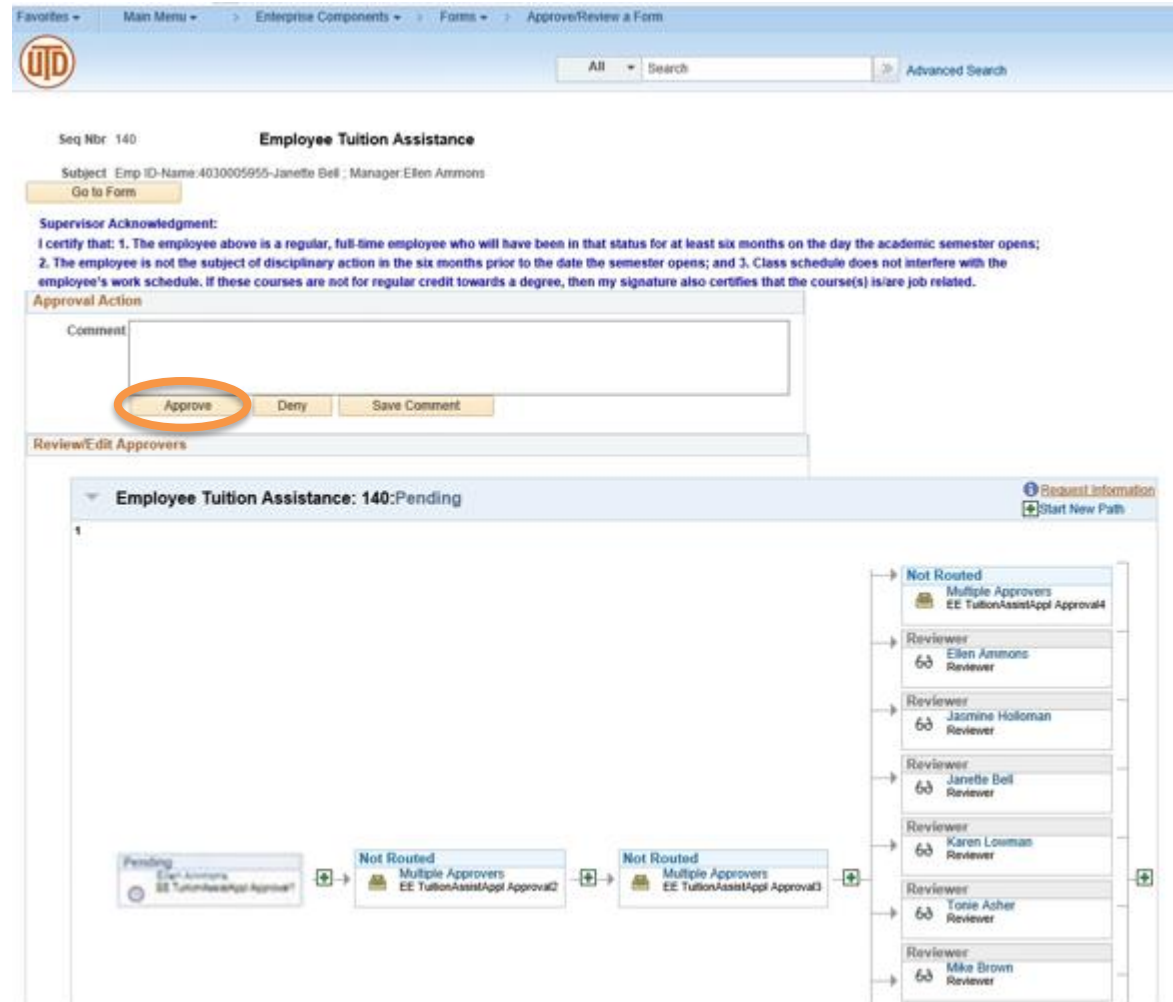
The screenshot shows the bottom portion of the UTD Employee Tuition Assistance Form. At the top left is the UTD logo. Below it, there is a search bar with a dropdown menu set to 'All' and a search button. To the right of the search bar is an 'Advanced Search' link. The main content area contains several sections:

- A section with the text "3. Eligibility covers up to six credit hours per semester." followed by "(A new form is required each semester.)" and two horizontal lines for input.
- A section titled "I understand and agree to the following conditions of the UTD Employee Tuition Assistance Plan:" followed by a bulleted list of conditions:
  - I must coordinate my work schedule with my supervisor.
  - I am required to make up all time missed from work on an hour-for-hour basis.
  - It is my responsibility to pay federal income tax, if any is due, on the value of this benefit.
  - My job responsibilities and obligations are my first priority.
  - I have been a regular, full-time employee for six months prior to the day the academic semester opens.
  - I am turning this form in before the full-term Academic Calendar [Census Date](#).
- A section titled "More Information" with a large empty text box.

At the bottom of the form, a "Return" button is circled in orange.

6. After reviewing the form, you may take one of three actions:

A. If the form has been completed and the employee meets all eligibility requirements as stated in the *Supervisor Acknowledgment*, click **Approve** to route the form to Human Resources.




The screenshot displays a web application interface for reviewing an Employee Tuition Assistance form. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Enterprise Components', 'Forms', and 'Approve/Review a Form'. The main content area shows the form details for 'Employee Tuition Assistance' (Seq Nbr: 140) with subject information for Emp ID Name 4030005955-Janelle Bell, Manager Ellen Ammons. A 'Supervisor Acknowledgment' section contains a certification statement and an 'Approval Action' section with a 'Comment' field and three buttons: 'Approve', 'Deny', and 'Save Comment'. The 'Approve' button is highlighted with an orange circle. Below this, the 'Review/Edit Approvers' section shows a workflow diagram with three steps: 'Pending' (Ellen Ammons), 'Not Routed' (Multiple Approvers), and 'Not Routed' (Multiple Approvers). To the right, a list of reviewers is shown, including Ellen Ammons, Jasmine Holloman, Janelle Bell, Karen Lowman, Tonia Asher, and Mike Brown.

After approving the form, the workflow will be updated to show that the form has been routed to Human Resources.

No further action is required on your part.



[Favorites](#) > [Main Menu](#) > [Enterprise Components](#) > [Forms](#) > [Approve/Review a Form](#)


All Search >> [Advanced Search](#)

Seq Nbr 139      **Employee Tuition Assistance**

Subject Emp ID-Name:4030005955-Janette Bell ; Manager:Ellen Ammons

[Go to Form](#)

**Supervisor Acknowledgment:**  
 I certify that: 1. The employee above is a regular, full-time employee who will have been in that status for at least six months on the day the academic semester opens; 2. The employee is not the subject of disciplinary action in the six months prior to the date the semester opens; and 3. Class schedule does not interfere with the employee's work schedule. If these courses are not for regular credit towards a degree, then my signature also certifies that the course(s) is/are job related.

[Review/Edit Approvers](#)

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**Employee Tuition Assistance: 139:Pending**

[Request Information](#)  
[Start New Path](#)

1

**Approved**

Ellen Ammons  
EE TuitionAssistAppl Approval1  
11/05/20 - 10:23 AM

**Skipped**

Janette Bell  
EE TuitionAssistAppl Approval2  
11/05/20 - 10:23 AM

**Pending**

Multiple Approvers  
EE TuitionAssistAppl Approval2

**Not Routed**

Multiple Approvers  
EE TuitionAssistAppl Approval3

**Not Routed**

Multiple Approvers  
EE TuitionAssistAppl Approval4

**Reviewer**

68 Ellen Ammons  
Reviewer

**Reviewer**

68 Jasmine Holloman  
Reviewer

**Reviewer**

68 Janette Bell  
Reviewer

**Reviewer**

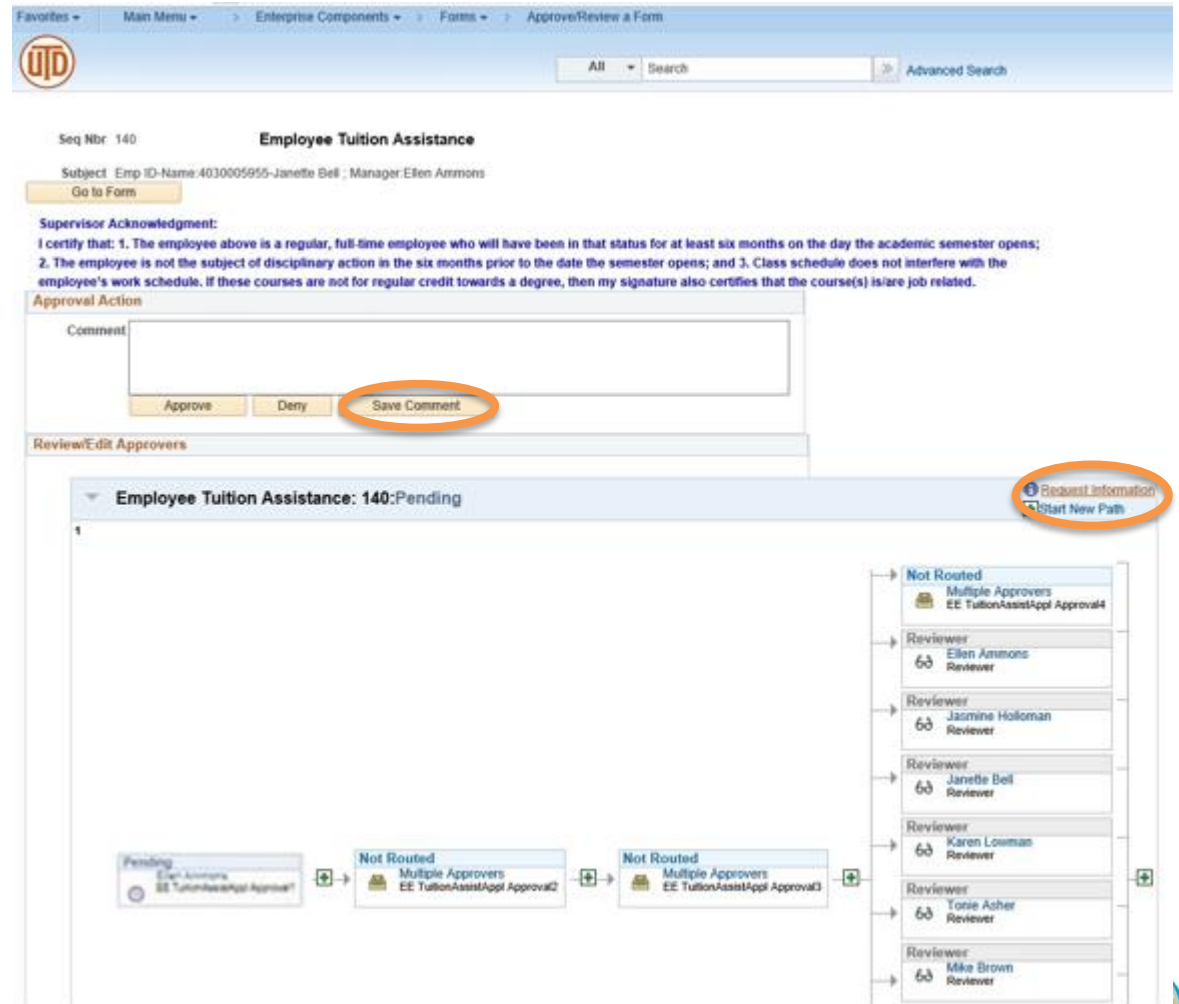
68 Karen Lowman  
Reviewer

**Reviewer**

68 Tonie Asher  
Reviewer

B. If additional information is needed before you can make an approval decision, you may request this information from the employee.

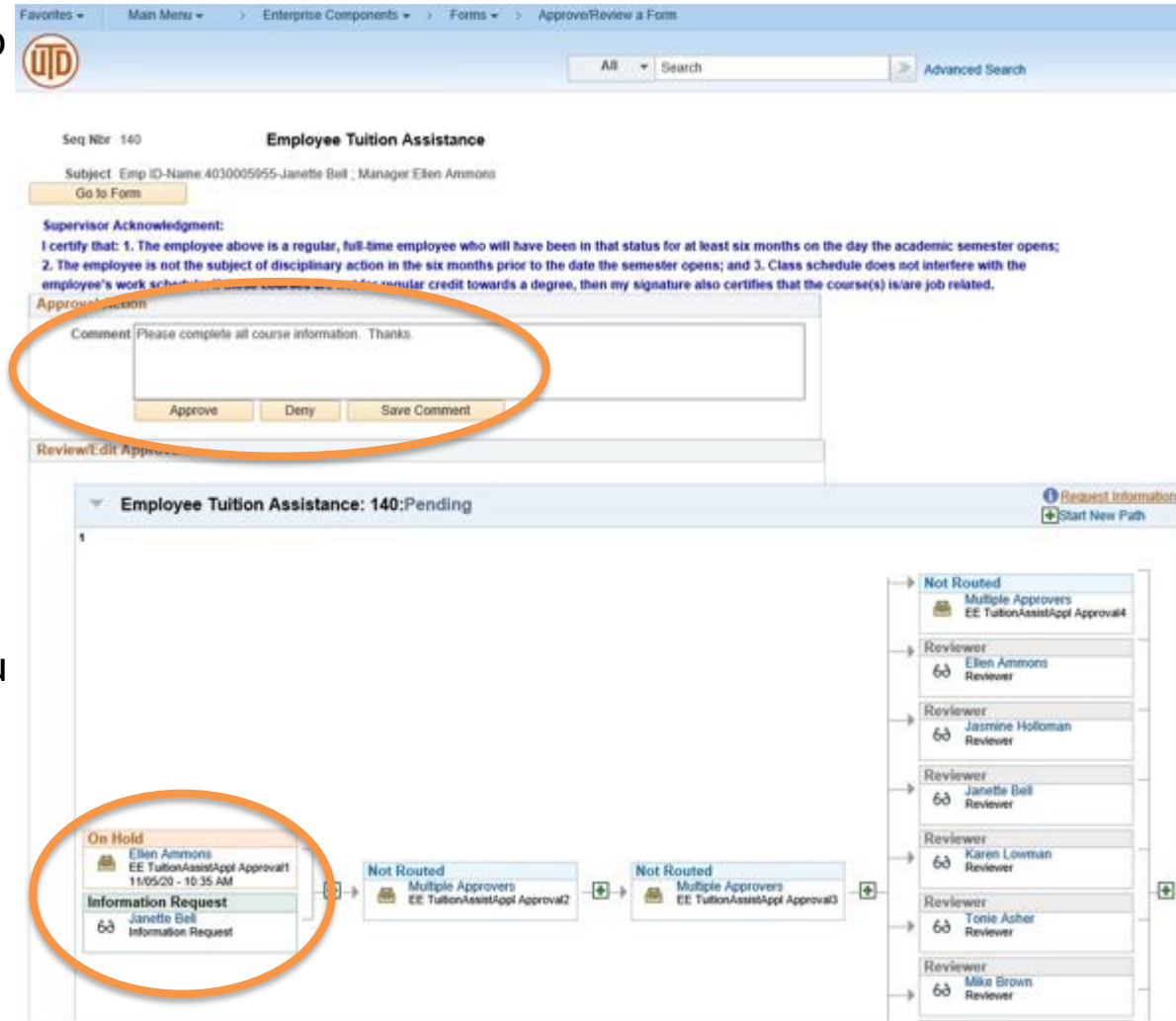
To do this, describe what information is needed in the *Comment* section and click **Save Comment**, then click **Request Information**. This will route the form back to the employee to review/edit as needed before resubmitting the form back to you for approval.



The screenshot displays the 'Employee Tuition Assistance' form in a web browser. The top navigation bar includes 'Favorites', 'Main Menu', 'Enterprise Components', 'Forms', and 'Approve/Review a Form'. The form title is 'Employee Tuition Assistance' with sequence number 140. The subject is 'Emp ID-Name:4030005955-Janelle Bell ; Manager:Ellen Ammons'. Below the subject is a 'Go to Form' button. The 'Supervisor Acknowledgment' section contains a certification statement. The 'Approval Action' section features a 'Comment' text area and three buttons: 'Approve', 'Deny', and 'Save Comment', with 'Save Comment' circled in orange. The 'Review/Edit Approvers' section shows a flowchart of the approval process, with 'Request Information' and 'Start New Path' buttons circled in orange. A list of reviewers is shown on the right, including Ellen Ammons, Jasmine Holloman, Janelle Bell, Karen Lowman, Tonia Asher, and Mike Brown.

The workflow will be updated to reflect your **request for additional information** and display your comment. The employee will receive a notification of your request and have the opportunity to revise and resubmit the form to you.

You will receive an email notification when the employee has resubmitted the form to you for approval. The email will contain a link, which you can click to return to this screen in order to approve or deny the form.



The screenshot displays the 'Employee Tuition Assistance' form interface. At the top, the navigation bar includes 'Favorites', 'Main Menu', 'Enterprise Components', 'Forms', and 'Approve/Review a Form'. The form title is 'Employee Tuition Assistance' with sequence number 140. The subject is 'Emp ID-Name: 4030005955-Janette Bell, Manager Elen Ammons'. A 'Go to Form' button is present.

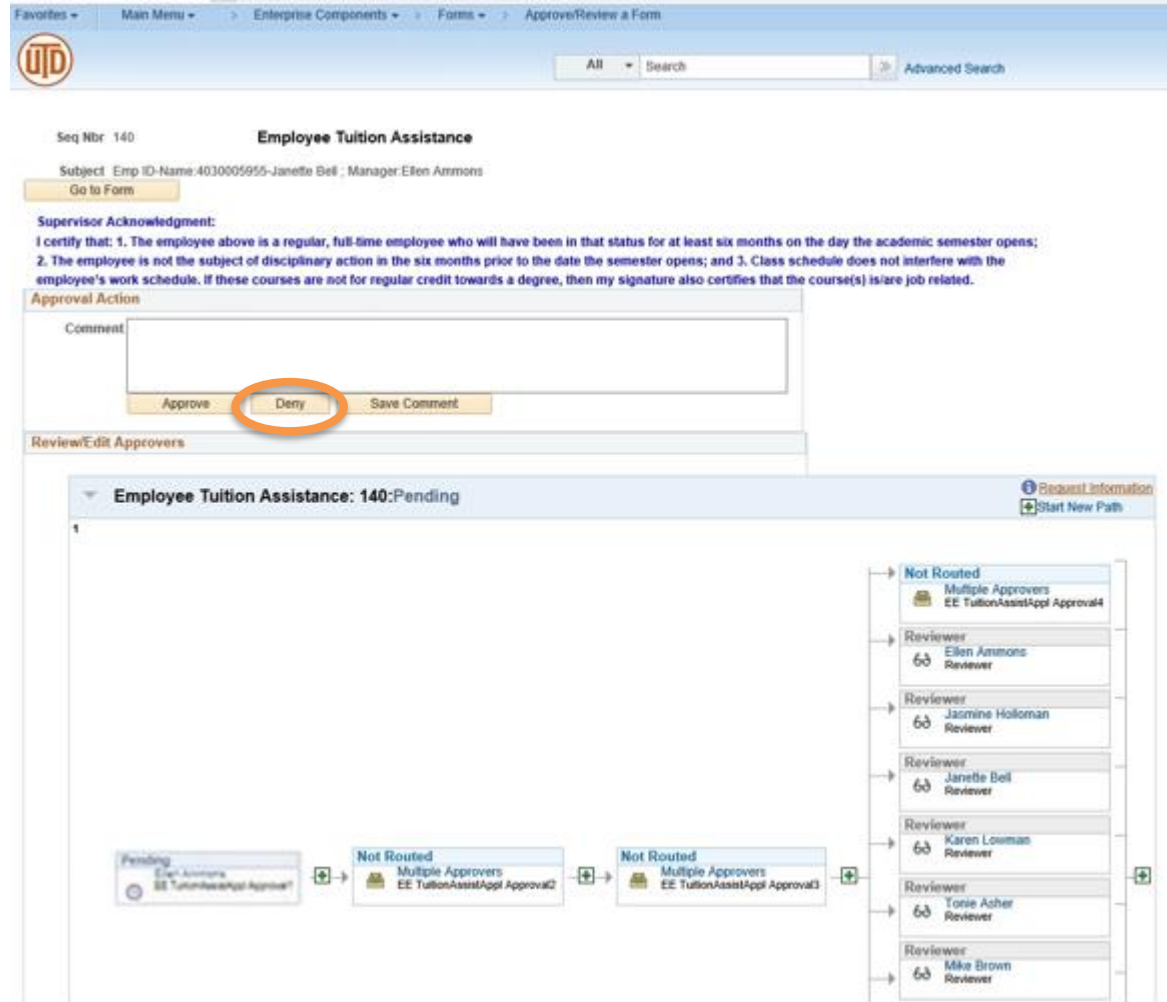
The 'Supervisor Acknowledgment' section contains a certification statement: 'I certify that: 1. The employee above is a regular, full-time employee who will have been in that status for at least six months on the day the academic semester opens; 2. The employee is not the subject of disciplinary action in the six months prior to the date the semester opens; and 3. Class schedule does not interfere with the employee's work schedule...'.

The 'Approval Action' section features a 'Comment' field with the text 'Please complete all course information. Thanks.' and buttons for 'Approve', 'Deny', and 'Save Comment'. This section is circled in orange.

The 'Review/Edit Approval' section shows a workflow for 'Employee Tuition Assistance: 140:Pending'. The workflow consists of three steps: 'On Hold' (circled in orange), 'Not Routed', and 'Not Routed'. The 'On Hold' step is an 'Information Request' from Elen Ammons to Janette Bell, dated 11/05/20 at 10:35 AM. The 'Not Routed' steps are 'Multiple Approvers' for 'EE TuitionAssistAppl Approval1', 'Approval2', and 'Approval3'. A list of reviewers is shown on the right, including Elen Ammons, Jasmine Holloman, Janette Bell, Karen Lowman, Tonie Asher, and Mika Brown.



- C. If the employee does not meet eligibility requirements, you must deny the form. You will be required to input a comment indicating the reason for the denial *before* clicking **Deny**. Do not click on Save Comment – your comment will be automatically saved, and the approval process will end.



Seq Nbr: 140  
**Employee Tuition Assistance**  
 Subject: Emp ID-Name:4030005955-Janelle Bell ; Manager:Ellen Armstrongs  
 Go to Form

**Supervisor Acknowledgment:**  
 I certify that: 1. The employee above is a regular, full-time employee who will have been in that status for at least six months on the day the academic semester opens; 2. The employee is not the subject of disciplinary action in the six months prior to the date the semester opens; and 3. Class schedule does not interfere with the employee's work schedule. If these courses are not for regular credit towards a degree, then my signature also certifies that the course(s) is/are job related.

**Approval Action**  
 Comment:   
 Approve **Deny** Save Comment

**Review/Edit Approvers**

Employee Tuition Assistance: 140:Pending

Workflow: Pending (Ellen Armstrongs) → Not Routed (Multiple Approvers) → Not Routed (Multiple Approvers)

Reviewers:

- Ellen Armstrongs (Reviewer)
- Jasmine Holoman (Reviewer)
- Janelle Bell (Reviewer)
- Karen Louman (Reviewer)
- Tonie Acher (Reviewer)
- Mike Brown (Reviewer)

If you **denied** the form, the workflow will show that the approval process has ended, and the form will not be routed to Human Resources.

The comment you provided explaining the reason for the denial will be displayed.

The employee will receive an email notification of the denial, along with a link to view the form and your comment explaining the reason for the denial.

No further action is required on your part.

The screenshot displays the 'Employee Tuition Assistance' form in a web application. The form is titled 'Employee Tuition Assistance' and shows a 'Denied' status. The workflow is shown as a sequence of steps: 'Denied' (highlighted with an orange circle), 'Not Routed: Multiple Approvers', and 'Not Routed: Multiple Approvers'. A list of reviewers is shown on the right, including Ellen Ammons, Jasmine Holoman, Janette Bell, Karen Lowman, Tomie Asher, Mike Brown, Cindy Zhao, Melissa McColum, and Richard Grant. A comment box at the bottom (highlighted with an orange circle) contains the text: 'Comments: Ellen Ammons at 11/05/20 - 10:39 AM: You received disciplinary action last month, therefore you are not eligible for the benefit.'

## Questions?

For questions about...	Please contact...
Approving the Employee Tuition Assistance form Eligibility (Employment)	employeerelations@utdallas.edu
Registration/Continuing this benefit Eligibility (Academic)	records@utdallas.edu
Fees, Refunds, Waivers	bursar@utdallas.edu
Income Taxes	taxcompliance@utdallas.edu